**National Institutes of Health**
**Warren Grant Magnuson Clinical Center**
**Nursing and Patient Care Services**

**Nursing Practice Council**
**Minutes**
**April 15 2004**

**Chair: Julie Kohn**
**Chair-elect: Ann Marie Matlock**
**Administrative Support: Helen Mayberry**

I.  **CRIS Project Update** – Dr. Rosenfeld presented the following CRIS Updates:
   A.  CRIS Go-Live Date is Saturday, July 31, 2004
   B.  For the future, DCRI is streamlining the process of changing content in the CC documentation system to provide a better quality and efficient service to end-users.  Process changes will be internal to DCRI and probably invisible to the end-user.
   C.  Scheduling of CRIS Training is being facilitated through nurse managers.
      1.  Super User Training is June 8 – 11, 2004
      2.  End-User Training is June 4 – July 27, 2004
   D.  CRIS is powered by Windows Operating System.
   E.  CRIS Go-Live support will be provided post-implementation.
   F.  Details of the CRIS Project can be found on the NPCS intranet (CRIS for nurses) @ http://cris.cc.nih.gov/public/nursing/intro.html.
   G.  CRIS Practice Lab is now open (handout).
II.  **Announcements**
   A.  **From the Chair**
      1.  Chair-elect not able to attend today's meeting.
      2.  Ms. Kohn and Ms. Matlock are seeking NPC members interested in the NPC Chair-Elect position.  Interested members were invited to submit their biosketches to Ms. Kohn by May 14, 2004.
   B.  **From the Chief**
      1.  The schedule of activities during the Nurses' Week Celebration was reviewed by Ms. Cartledge.  Dr. Depew's stewardship of the Recruitment & Retention Task Force was graciously acknowledged.
      2.  NPCS Administrative Support Staff will be celebrated on April 21, 2004.
      3.  CRC Partners' meetings are occurring as planned.
      4.  CC is experiencing a sustained increase in census and patient acuity.
      5.  NPCS continues to receive positive responses to recruitment efforts via agency contracts, Per Diem Pool recruitment, and hiring into full-time positions.  Nursing staff were invited to share their recruitment ideas.
III.  **Agenda Review –** The agenda was endorsed with only the deletion of NPC Request 04-04-02.  March 2004 minutes were approved with only the deletion of the word, "brochure."
IV.  **NPC Requests**
   A.  **04-04-01** – it is requested that the process for entering and changing a patient's active protocol and attending physician in the electronic record be clarified.   Ms. Daine detailed the complexities of this request and reported that an interdisciplinary group from the Office of the Director will be charged to address this request.  Request will be assigned to the Executive Team for follow-up only.
   B.  **04-04-02** – deferred till Ms. Muehlbauer will present this request in May 2004.
V.  **Nursing Department Issues**
   A.  **Competency Program** – Dr. Depew provided the 3rd of 3 presentations on the updated Competency Program and reviewed comments and suggestion received thus far from nurses.  Nurses were encouraged to continue reviewing competencies (now posted on the intranet) and begin discussing in staff meetings.  Competencies will be integrated into the performance appraisal process at the end of 2004.
VI.  **Agenda Requests**
   A.  PIC requested 20 minutes for PIC Updates.
   B.  CPC will present SOPs and PROs for approval.